



CITY COUNCIL MEETING

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

MAYOR TONY HESCH • MAYOR PRO-TEM KIM DOUGLASS
COUNCILMEMBERS • DONNA BARKLE • JASON MCKINNEY • TOM PARNHAM



REGULAR MEETING AGENDA

CLOSED SESSION at 6:00 PM • January 8th, 2014 • OPEN SESSION at 7:00 PM

1) OPENING of CLOSED SESSION

- A. Call to Order
- B. Roll Call

2) PUBLIC COMMENT – CLOSED SESSION ITEMS

3) CLOSED SESSION AGENDA

- A. Conference with Legal Counsel—Existing Litigation under Government Code Section 54956.9(a).
City of Colfax vs. Sierra Vista Center, Inc., Placer County Superior Court Case #SCV0033869

4) OPENING of OPEN SESSION

- A. Pledge of Allegiance
- B. Roll Call
- C. Announcement of Action , if any, taken in Closed Session
- D. Approval of Agenda Order
This is the time for changes to the agenda to be considered including removal, postponement, or change to agenda sequence.
RECOMMENDED ACTION: By motion, accept the agenda as presented or amended.

Members of the public who address the Council shall do so in an orderly manner. No person shall yell or make profane or threatening remarks to any member of the Council, staff, or general public. No person shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping, or other acts that unreasonably disturb, disrupt, delay or otherwise impede the orderly conduct of the Council meeting. Except as allowed by rules of order, a Councilmember or staff member shall not by conversation or other means delay the Council proceedings or disturb any other Councilmember or staff member while speaking.

5) COUNCIL, STAFF AND OTHER REPORTS

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of general information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

- A. Introductory Comments – Mayor Hesch
- B. Operations Update – City Manager Miller and Community Services Director Armstrong



6) PRESENTATIONS

No presentations scheduled.

7) CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine in nature and will be approved by one blanket motion with a roll call vote. There will be no separate discussion of these items unless persons request specific items to be removed from the Consent Agenda for discussion and separate action. Any items removed will be considered after the motion to approve the Consent Agenda. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the City Clerk.

CONSENT AGENDA ITEM	RECOMMENDED ACTION
A. Minutes: December 11, 2013	<i>Receive and File</i>
B. Consideration of Adoption of Resolution № 01-2014: A Resolution of the City Council of the City of Colfax Recertifying the Sewer System Management Plan (SSMP)	<i>Adopt Resolution № 01-2014</i>

8) PUBLIC COMMENT

At this time, members of the audience are permitted to address the Council on matters of concern to the public that are not listed on this agenda. Please make your comments as brief as possible. Comments should not exceed three (3) minutes in length. The Council cannot act on items not included on this agenda; however, if action is required it will be referred to staff.

9) PUBLIC HEARING

No public hearings scheduled.

NOTICE TO THE PUBLIC:

City Council will take the following actions when considering a matter scheduled for hearing:

1. Open the public hearing
2. Presentation by staff
3. Presentation, when applicable, by applicant or appellant
4. Accept public testimony
5. When applicable, applicant or appellant rebuttal period
6. Close public hearing. (No public comment is taken after the hearing is closed.)
7. Council comments and questions
8. City Council action

Public hearings that are continued will be announced. The continued public hearing will be listed on a subsequent Council Meeting Agenda and posting of that agenda will serve as notice.



10) COUNCIL BUSINESS

- A. Sample City Goals and Discussion of Establishing City Council Goals and Mission Statement for 2014 – Mayor Hesch and City Council
- B. Review of Current City Council Committee Assignments, Discuss Potential Changes and Approval of Assignments for 2014 – Mayor Hesch and City Council

11) ADJOURNMENT

**IN WITNESS WHEREOF, I have hereunto set my hand and posted this agenda
at Colfax City Hall and Colfax Post Office locations this 3rd day of January, 2014.**

Mark Miller, City Manager

Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.



CITY OF COLFAX

CITY COUNCIL MEETING MINUTES

December 11, 2013

1) OPENING of CLOSED SESSION

A. Call to Order

ACTION: Mayor Barkle called the meeting to order at 6:00 pm.

B. Roll Call –

All councilmembers present.

2) PUBLIC COMMENT – CLOSED SESSION ITEMS

No closed session item public comment was received.

3) CLOSED SESSION AGENDA

A. Conference with Legal Counsel - Existing Litigation under Government Code Section 54956.9(a).
City of Colfax vs Sierra Vista Center, Inc., Placer County Superior Court Case #SCV0033869

4) OPENING of REGULAR SESSION

A. Pledge of Allegiance

B. Roll Call– All councilmembers present.

C. Announcement of Action Taken in Closed Session

No action was taken in closed session.

D. Approval of Agenda Order

ACTION: By unanimous vote, the agenda was accepted as presented.

5) COUNCIL, STAFF AND OTHER REPORTS

Community Services Director Gabe Armstrong attended the December 4 school stakeholders meeting. There has been a dramatic decline in bullying, cyber bullying and the like. This year, there have been 80 suspensions and two expulsions, which is consistent with prior years. Tobacco use is down. The schools focus is on creating a safe physical environment.

There was a fire at 38 N. Main. Director Armstrong has not received the final report because Cal Fire has not released it as of yet. He expects to have the report by the next Council meeting. A cigarette apparently started the fire.

Director Armstrong also reported that on the heavy snow day, a steering column on one of the City plows broke and was out of service. Caltrans was able to keep South Auburn and Canyon open. Public Works staff plowed through the night with the remaining equipment.

Colfax Station Commander Ty Conners reported that various “bad guys” have been arrested. The missing person in the news has still not been found. They know he left Murietta to come to Colfax. The last cell ping was from Murietta. They found his wallet indicating that he had not returned to Colfax.

Commander Conners also reported that Placer County activated its pill drop and collected 1500 pounds of prescription medications.

The Sheriff’s Department is moving forward with the new Sheriff’s offices in the old Courthouse building in town. The renovations will begin once plans are approved.

City Manager Mark Miller reported that there were no wastewater violations for the first time in 18 months. He suggested that the Council view the City’s website for an impressive video of the town in snow provided by Jim Bowers. He also reported that Phil Begin is retiring from the volunteer fire department and Josh Alpine has been elected as PCWA Board of Directors Chair.

6) PRESENTATIONS

The Bianchini Trust Board will present their annual financial statement at this time.

Orion Culver presented the Bianchini Trust report. He wants to provide the answers that are needed. The account balance is \$401,599 which is up from \$390,630 so there has been an approximately \$10,000 increase. They are working on an investment strategy. The gains are “good”, but investment commentators are predicting a market correction.

7) CONSENT AGENDA

AGENDA ITEM	ACTION TAKEN
A. Minutes: November 13, 2013	<i>Pulled for Discussion</i>
B. Cash Summary: October 31, 2013	<i>Approved and Filed</i>
C. Discuss And Consider Resolution No. 51-2013: A Resolution Of The City Council Of The City Of Colfax Authorizing The City Manager To File Claims Or Execute Agreements For: <ul style="list-style-type: none">• Local Transportation Funds In The Amount Of \$85,968 For Streets And Roads Purposes (Article 8 – Section 99400 Of The California Public Utilities Code)• Local Transportation Funds Of \$5,989 For Transit Services (Article 8c, Section 99400C Of The California Public Utilities Code), And• State Transit Assistance Funds In The Amount Of \$6,886 For Contracted Transit Services (Section 99313 Of The California Public Utilities Code, Chapter 4, Article 6.5)	<i>Pulled for Discussion</i>

Councilmember McKinney pulled item 7 C (transportation funds). Councilmember Parnham pulled item 7A (minutes). Councilmember Hesch concurred with pulling item 7 C. Item 5B passed unanimously on a motion by Councilmember McKinney seconded by Councilmember Parnham.

Councilmember Parnham wanted to abstain on the minutes because he was not at the prior meeting. The minutes were approved on a motion by Jason, seconded by Councilmember Douglass with four voting yes, none voting no and one abstention by Tom.

Councilmember McKinney thanked staff for its work on item 7 C and wanted to provide a clarification for the public. He emphasized that this was not an expenditure of city funds because these funds are being received by the City. Item 7 C was approved unanimously on a motion by Jason, seconded by Councilmember Douglass.

8) PUBLIC COMMENT

Melba Delfino reported that 8,000 daffodils were planted on the west side of the Interstate 80 entrance to Colfax. She thanked the city and staff for their assistance.

Connie Heilaman, president of SVCC, loves the digital billboard which she said is very pleasant. She asked who does the graphics and thanked Technical Services Administrator Travis Berry for his work.

Frank Klein, chamber president, thanked Mayor Barkle for her service as mayor. He thanked Director Armstrong for all of his assistance. Mr. Klein gave a description of the pending Winterfest Festival.

Melba Delfino suggested that SVCC should seek grants and make sure their grant applications are properly done.

Director Armstrong complemented Caltrans on their assistance with the daffodil planting. Donna suggested a “thank you” letter to Caltrans.

9) PUBLIC HEARING

No public hearing items were held.

10) COUNCIL BUSINESS

- A. Conduct discussion and provide direction to staff regarding advertising in the City’s “slot” on the Digital Billboard.

Recommended Action: Conduct discussion and provide direction to staff

Melba Delfino passed out Ken Delfino’s notes. She believes many applications will be by nonprofits and a \$100 fee is “way too high”. She wants to see flexibility in the fee structure.

Community Services Director Armstrong wants collaboration on preparation of the guidelines. In his mind, it is purely conceptual at this point.

Mayor Barkle suggested a committee meeting to which Frank Klein immediately volunteered. Connie Heilaman also volunteered, as did Councilmember McKinney.

Will Stockwin has heard that other digital billboards have been hacked. He wants to make sure this one is bulletproof. There was discussion about whether and how to do so.

Melba Delfino suggested emphasizing local sports activities, especially for the youth. She would like to use the sign for sports announcements, noting that Colfax should be proud of its youth.

Gabe Armstrong wants this to happen quickly. Jason believes the Council needs to approve everything that goes on the billboard. Melba suggested posting something congratulating the Junior Falcons. Tom agreed. There was discussion about the types of activities that would be allowed advertising time on the digital Billboard. City Attorney Mick Cabral advised the Council that although it has considerable flexibility, that flexibility is subject to the constraints of the digital Billboard agreement with Sierra Property Development. Councilmember Hesch would like billboard used to be as revenue neutral as possible. All agreed to allow posting of something congratulating the Junior Falcons.

B. Rotation of Officers: Mayor and Mayor Pro Tem

Recommended Action: By Separate Motions, Select Mayor and Mayor Pro Tem

Councilmember Tony Hesch was appointed as mayor on a unanimous vote of the Council; Councilmember Kim Douglass was appointed Mayor Pro Tem on a unanimous vote of the Council.

11) ADJOURNMENT

Being no further business, the meeting was adjourned by unanimous vote of Council at 8:29 pm.

Submitted to City Council this 8th day of January, 2014

Mark Miller, City Manager



STAFF REPORT TO THE COLFAX CITY COUNCIL

FOR THE JANUARY 8, 2014 COUNCIL MEETING

FROM: Mark Miller, City Manager

PREPARED By: Alan Mitchell, City Engineer through
Jim Fletter, Senior Engineer

DATE: November 27, 2013

SUBJECT: Certification by Resolution, the update to the Sewer System Management Plan

<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	FUNDED	<input type="checkbox"/>	UN-FUNDED	AMOUNT: \$	FROM FUND:
-------------------------------------	-----	--------------------------	--------	--------------------------	-----------	------------	------------

RECOMMENDED ACTION: Staff recommends that City Council certify by Resolution No. 01-2014 the updated Sewer System Management Plan.

ISSUE STATEMENT AND DISCUSSION: On July 28, 2010, City Council certified by Resolution 37-2010, the 2010 Sewer System Management Plan (SSMP). An SSMP is a State mandated plan, through the State Water Resource Control Board Order No. 2006-003-DWQ, that all agencies must maintain, if it owns and operates a wastewater collections system. The SSMP is a guideline for the City in matters relating to sewer collection system goals, organization, operations, maintenance, emergency response, spill reporting, and self auditing. A copy of the updated SSMP is included with the Staff Report. The City's SSMP must be re-certified by City Council when significant updates to the SSMP are made.

The 2010 SSMP did not fully comply with the requirement of the Order because, at that time, the City did not have some of the programs in place to comply. The original SSMP clearly identified these deficiencies within the report and established a 2013 deadline for compliance. At this time, the City is in compliance with the requirements and the SSMP has been updated accordingly. In addition, the City completed major upgrades/rehabilitation to its sewer pump stations, mains, manholes and laterals with the 2010 and 2012 I&I Mitigation projects. The information about these improvements were incorporated into the SSMP update as well.

Staff considers the SSMP update to be "significant"; therefore, a re-certification is requirements by Council. The SSMP update is attached to this staff report, along with the resolution certifying the update.

FINANCIAL AND/OR POLICY IMPLICATIONS: Minor cost of preparing the report from wastewater funding. No policy changes.

SUPPORTING DOCUMENTS:

- 1) Sewer System Management Plan Update
- 2) Resolution re-certifying the SSMP update

COMMITTEE RECOMMENDATION:

This report was not discussed by any committee.

RESOLUTION: No. 01-2014

SUBJECT: Discuss and Consider Adopting of Resolution No. 01-2014: A Resolution of The City Council of The City Of Colfax Re-Certifying the Sewer System Management Plan.

RECOMMENDED ACTION: Adopt Resolution No. 01-2014

City of Colfax

Resolution No. 01-2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX RE-CERTIFYING THE SEWER SYSTEM MANAGEMENT PLAN

1. In compliance with State Water Resource Control Board Order No. 2006-003-DWQ titled Statewide General Water Discharge Requirements for Sanitary Sewer Systems, the City of Colfax certified its Sewer System Management Plan on July 28, 2010 through Resolution 37-2010.
2. Since the date of said Resolution, the City completed significant updates to the Sewer System Management Plan.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax, the governing agency for the City of Colfax Wastewater Collection System, under the laws of the State of California, do hereby re-certify that the Sewer System Management Plan, and subparts thereof, are in compliance with the general WDRs of the State Water Resources Control Board Order No. 2006-0003-DWQ titled Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, and further authorizes the Community Services Director or his designee to submit all documents related to this re-certification to the State Water Resources Control Board.

The foregoing Resolution was duly and regularly adopted at a regular meeting of the City Council of the City of Colfax held on the 8th day of January, 2014 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tony Hesch, Mayor

ATTEST:

Mark Miller, City Manager

CITY OF COLFAX



SEWER SYSTEM MANAGEMENT PLAN

JULY 28, 2013
UPDATED OCTOBER 2013

PREPARED BY:
PONTICELLO ENTERPRISES
1216 FORTNA AVE.
WOODLAND, CA 95776
(530) 668-5883

TABLE OF CONTENTS

Sewer System Management Plan Overview	1
I. Introduction.....	1
II. Document Organization.....	1
III. Location and Description Wastewater Collections System	1
IV. Terms and Definitions.....	2
1. Sewer System Management Plan Goals	1-1
2. Organization.....	2-2
2.1. Public Works Department (PWD)	2-2
2.2. Organization Chart.....	2-2
2.3. SSMP & SSO responsibility & communication	2-3
2.4. Chain of Communication for SSO Reports	2-3
3. Legal Authority	3-1
3.1. General.....	3-1
3.2. Preventing illegal discharges	3-1
3.3. Requirement for proper design & construction	3-1
3.4. Ensuring access for maintenance, inspection and repair of city owned or maintained laterals	3-2
3.5. Limiting discharge of fats, oils, and grease and other debris that may cause blockages.....	3-2
3.6. Enforcing violations of the sewer ordinance	3-2
4. Operations and Maintenance Program.....	4-1
4.1. Collection System Maps and Information	4-1
4.2. Preventative Operations and Maintenance.....	4-1
4.3. Rehabilitation and Replacement Plan	4-2
4.4. Staff Training.....	4-2
4.5. Equipment and Replacement Part Inventories	4-2
5. Design and Performance Provisions	5-1
5.1. Design and Construction Standards and Specifications.....	5-1
5.2. Standards for Inspection & Testing of New, Rehabilitated, and Replaced Facilities.....	5-1
6. Overflow and Emergency Response Program	6-1
6.1. General.....	6-1
6.2. Role of Responders	6-1
6.3. Legal Requirements	6-1
6.4. Incident Notification	6-2
7. Fats, Oils and Grease (FOG) Control Program.....	7-1
7.1. Public Education and Outreach.....	7-1
7.2. Disposal.....	7-1
7.3. Legal Authority	7-1
7.4. FOG Device Management	7-1
7.5. Inspection and Enforcement	7-2
7.6. FOG Hot Spots.....	7-2
7.7. Source Control Measures	7-2

8.	System Evaluation and Capacity Assurance Plan.....	8-1
8.1.	Evaluation	8-1
8.2.	Design Criteria	8-1
8.3.	Capacity Enhancement Measures	8-3
8.4.	Schedule	8-3
9.	Monitoring, Measurement, and Program Modifications.....	9-1
9.1.	Records Maintenance	9-1
9.2.	SSMP Implementation & Effectiveness Measurements	9-1
9.3.	Preventative Maintenance Assessment	9-3
9.4.	SSMP Element Updates	9-3
9.5.	SSO Reporting	9-4
10.	SSMP Program Audits	10-1
11.	Communication Program	11-1

ATTACHMENT A: WDR Amendment Order WQ 2013-0058-EXEC

Sewer System Management Plan Overview

I. Introduction

The purpose of the City of Colfax's Sewer System Management Plan (SSMP) is to document activities that the City utilizes to manage its wastewater collection system effectively. Effective management of a collection system includes:

- Minimizing the number and impact of sanitary sewer overflows (SSOs)
- Providing adequate sewer capacity to convey peak flows.
- Maintaining and/or improving the collection system infrastructure in a reliable condition now and as the system grows.

II. Document Organization

This SSMP has been prepared for City of Colfax Department of Public Works by City Staff in compliance with requirements of the Central Valley Regional Water Quality Control Board (RWQCB) pursuant to section 13267 of the California Water Code.

The SSMP is intended to meet the requirements of both the RWQCB and the Statewide General Waste Discharge Requirements (WDR) order No. 2006-003.

The SSMP includes eleven elements as listed below. Each of these elements forms a section of this document.

SSMP ELEMENTS

- SSMP Goals
- Organization
- Legal Authority
- Operations and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Plan
- FOG Control Program
- System Evaluation and Capacity Assurance Plan
- Monitoring, Measurement and Program Modifications
- SSMP Program Audits
- Communication Program

III. Location and Description Wastewater Collections System

The City of Colfax is located in Placer County, approximately 50 miles northeast of Sacramento on Interstate 80. The City lies on the western slope of the Sierra Nevada foothills at an elevation of approximately 2,400 feet.

The City was incorporated as a general law city in 1910¹ and, as such, the wastewater collection system is assumed to have been initially constructed around that time. The system has expanded with the population and development to approximately 750 service laterals, 200 manholes, 50,000 linear feet of sewer gravity and force main, and 4 pump stations that feed a 0.275 million gallon per day wastewater treatment plant.

The wastewater collection system and waste water treatment plant are entirely owned and operated by the City of Colfax. Daily maintenance is managed and performed by City employees under the Public Works Department with the exception of larger projects requiring equipment and labor not available to the sewer maintenance crews.

IV. Terms and Definitions

Nuisance – California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:

- (a) Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property.
- (b) Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- (c) Occurs during, or as a result of, the treatment or disposal of wastes.

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include

Category

- 1. Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that reach surface water and/or reach a drainage channel tributary to a surface water.
- 2. Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water or a drainage channel unless the entire SSO discharged to the storm drain system is fully recovered and disposed or properly.
- 3. All other discharges or untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharge (PLSD)

Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Note: The above information was revised from the original to remove information about Municipal Separated Storm Sewer System (MS4), not relevant to Colfax. The most current definition of Categories is included with this SSMP as Attachment A.

¹ General Plan 2020, City of Colfax, September 1998

SSO Reporting System – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The Web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.

Untreated or partially treated wastewater – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

Wastewater Collection System or Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

1. Sewer System Management Plan Goals

The Goals of the Public Works Department and Management of the City's collection system are to:

- Provide a safe work environment for our employees
- Minimize preventable SSO's
- Understand the condition of and maintain our infrastructure to maximize the life of the collection system.
- Operate and maintain the collection system to minimize impacts on our customers.
- Be a part of the community and be a responsible public agency.
- Involve our employees in the strategic planning process for the department.
- Effectively plan system expansions in order to meet the City's General Plan.
- Set high, achievable standards for the construction of new infrastructure.
- Comply with all applicable regulatory notification and reporting requirements.

To achieve these goals, we will continue to maintain, and further develop and implementation, as necessary, the following:

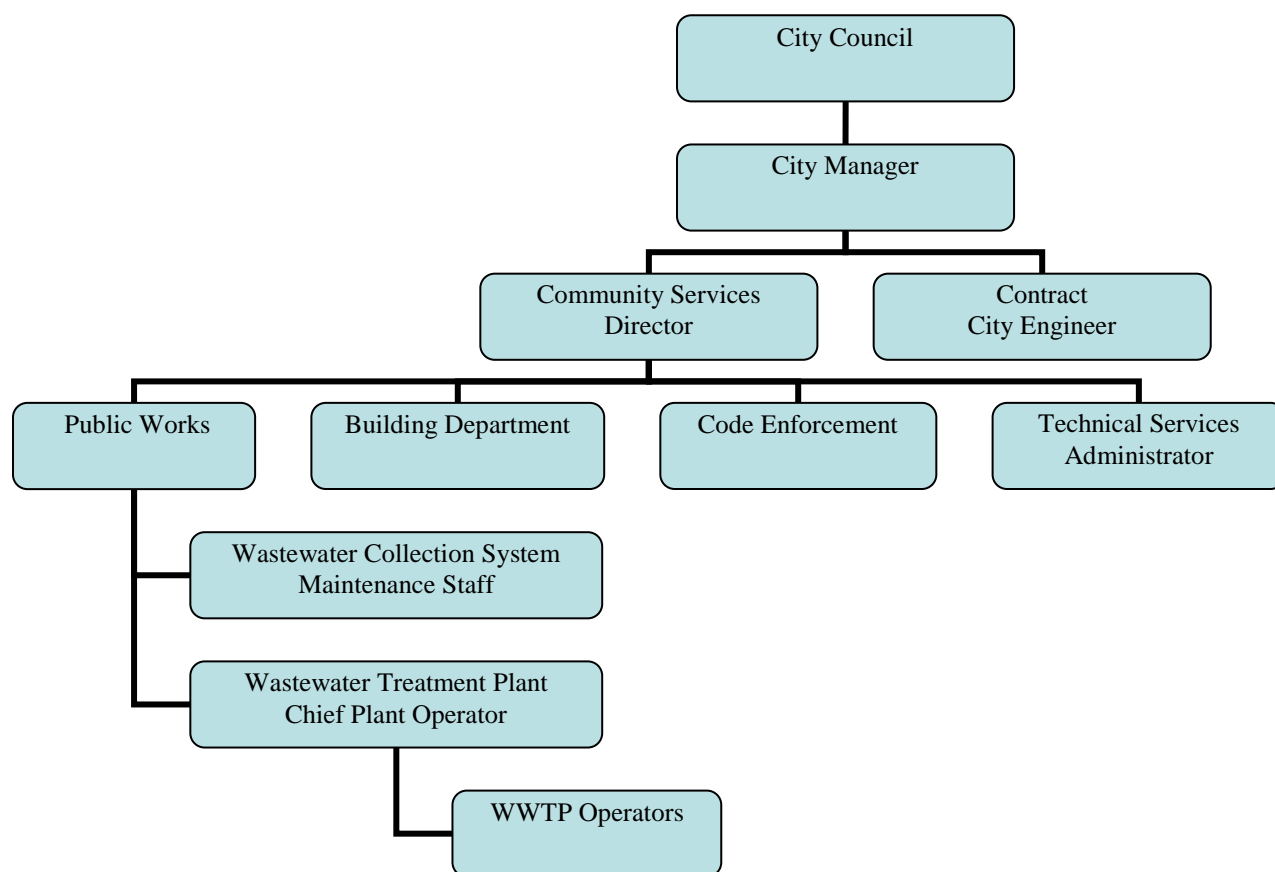
- Selective Line Cleaning Program.
- Fats, Oil & Grease (FOG) Control Program.
- Root Control Program.
- Development of data management information and record information
- Pump Station & Lift Station Inspection & Maintenance Program.
- Periodic updates to the Basin Master Plans (SECAP)
- Capital Improvement Program.
- Inspecting and Testing of pipes and manholes prior to acceptance. (Public Works Standards)
- Equipment Renewal and replacement Program.
- Emergency Response Program.
- Technical and Safety training Program.

2. Organization

2.1. Public Works Department (PWD)

Public Works through the Community Services Director (CSD) is responsible for oversight of the SSMP, SSO, and other related regulatory procedures. PWD consists of Sewer Maintenance, Wastewater Treatment Plant Operations & Maintenance, Storm Drainage Maintenance, Street/Traffic Control Maintenance, and Park Maintenance, and Building & Grounds Maintenance. As related to this Sewer System Management Plan, the communication and level of responsibility is illustrated in the following chart.

2.2. Organization Chart



2.3. SSMP & SSO responsibility & communication

SSMP Implementation & Maintenance – Community Services Director & City Engineer

The City Engineer shall prepare this SSMP under the direction of the CSD. The CSD shall maintain updates to this SSMP and provide updates to the Regional Water Quality Control Board as required. The CSD shall notify and inform the City Manager and City Council of document updates to the extent and in the manner directed by City Council.

SSO Management & Reporting – Community Services Director

The CSD shall report all sanitary sewer overflow (SSO) incidents to the City Manager. The CSD shall be responsible for managing the SSO response, investigating the cause, and reporting the SSO to the appropriate parties.

SSO Response

The On-call sewer staff member shall be the highest level sewer staff member on duty at the time of spill discovery and reporting. The On-call Sewer Staff shall be responsible for immediately notifying the CSD of SSOs. On-call Sewer Staff shall take any means necessary to safely contain and divert overflows to minimize negative impacts. All actions taken by On-call Staff shall be in accordance with prior spill response training, instruction, and individual assessment of the situation. The person acting as On-call Staff may transition during an emergency as directed by the CSD.

2.4. Chain of Communication for SSO Reports

To facilitate consistent reporting procedures for the public, the Public Works Department has implemented a one-stop call center. The public is encouraged to call the City Hall main phone number for questions, concerns or to report sewer spills. When the City Hall main phone is not answered by staff, an automated message instructs the caller to contact the On-call Sewer Staff cell phone to report a SSO. If, for whatever reason, the On-call Sewer Staff member does not answer, the caller is directed to contact the Placer County Sheriff.

Emergency sewer calls, including SSOs, are directly dispatched by City Hall staff to the sewer maintenance crew during regular business hours. Off-hours, emergency calls are dispatched to the On-call Sewer Staff thru the Placer County Sheriff Department.

Public Works has a process for receiving, responding to and reporting SSOs. The On-call Sewer Staff member is responsible for directing crew through the entire SSO event from response, to mitigation, cause removal, and clean-up. The On-call Sewer Staff member is also responsible for ensuring photographs are taken and all necessary paperwork is completed in full. After the event, the On-call Sewer Staff member is responsible for communicating the details of the event to CSD.

The CSD is responsible for timely reporting to appropriate agencies, as well as developing a plan to increase or change preventative maintenance activities to prevent future spills.

- The one-stop call center phone line (City Hall main phone number) is 530-346-2313. City Hall hours are Tuesday through Thursday, 8am to 5pm.
- The On-call Emergency Response phone line (530-308-7991) is staffed 24 hours per day, seven days per week. If for any reason the phone is not answered, the caller is instructed to contact the Placer County Sheriff Department (530-346-2220).
- Once notification of an SSO is received (or internal staff witness an SSO), the On-call Sewer Staff member is contacted immediately via cell phone. If the spill is a Category 1 SSO, the On-call Sewer Staff contacts the CSD immediately.
- On-call Sewer Staff will dispatch additional personnel and/or pump equipment contractor if necessary for assistance with mitigation, blockage clearing and clean-up. Placer County Environmental Health Department is notified as necessary for water samples.
- On-call Sewer Staff completes SSO reporting forms and ensures photos are taken of the spill.
- Community Services Director then contacts appropriate agencies, completes appropriate forms, submits online reports, and compiles all information and photos into SSO logs.
- CSD reviews information with the On-call Sewer Staff and a plan is developed for preventative maintenance activities at the spill location as necessary.
- Copies of SSO logs are shared with office staff for input and training.

3. Legal Authority

3.1. General

The City of Colfax has a comprehensive sewer use and fee ordinance identified in Chapter 13.08 sub-articles I through X of the City of Colfax Municipal Code (CCMC). The chapter is available at the City Clerk's office at City Hall or on the City's website.

Chapter 13.08 consists of the following articles

<u>Article</u>	<u>Title</u>
I	General Provisions.
II	Connection Permits and Charges.
III	Sewer Service Charges.
IV	User Classification.
V	Sewer Service Charges – Collection Procedures.
VI	Collections of Sewer Fees with Property Taxes.
VII	Sewer Construction and Sewer Use.
VIII	Industrial Users
IX	Private Sewer Laterals
X	Fats, Oils and Grease Reduction.

3.2. Preventing illegal discharges

Section 13.08 Article VII of the Municipal Code defines illegal discharges into the sewer system. These materials include but are not limited to non-sewage water such as storm water or well water or garden water, unauthorized cooling or industrial processing water, gasoline or other hazardous materials, toxics, strong acids, solids or viscous material hazardous to the collections system, high temperature (150°F) liquids or vapors, fat or oil or grease (FOG) materials, non-sink disposal materials, corrosive and reactive materials, chemicals for breaking down grease in grease traps, and any other substance deemed harmful to the sewer collection system or at the waste water treatment plant.

3.3. Requirement for proper design & construction

Standards for design and construction of sewer systems and private lateral connections are controlled by the City's latest Public Works Standard Specifications, Standards and Specifications of the State of California Public Works, and the Land Development Manual of the County of Placer Public Works, Planning and Public Health. This requirement is established in the CCMC Chapter 12.04 et al. A "Private Sewer Lateral" Ordinance 499 in Chapter 13.08 Article IX of the CCMC further defined responsibility for proper lateral construction, maintenance, and ownership.

3.4. Ensuring access for maintenance, inspection and repair of city owned or maintained laterals

The City does not maintain private lateral sewer lines. Property owners are responsible for proper installation, operation and maintenance of both upper and lower laterals, including laterals on the City-owned easement. Property owners are required to obtain permits from the Building Department for work on private properties and for work in the public right-of-way.

Ordinance 499, Chapter 13.08 Article IX, of the CCMC provides authority for the City to enter private property to inspect, collect wastewater samples, and test any buildings, structures, or premises for (i) operation and maintenance of Colfax's sewer system in a reliable and serviceable condition, (ii) to eliminate or minimize sewer overflows by eliminating or minimizing stoppages and reducing source of infiltration and inflow into the City's sewer system, (iii) to comply with applicable legal requirements pertaining to the City's sewer system, and (iv) to protect the public health and safety by establishing and providing a mechanism for enforcing performance standards for private sewer laterals that connect or are connected to the City sanitary sewer system.

3.5. Limiting discharge of fats, oils, and grease and other debris that may cause blockages

Ordinance 201, Chapter 13.08 Article X allows the City to require FOG interceptors in any food service establishment or commercial sewer user that is deemed by the City to be a potential producer of FOG. The City makes final decision on the type and size of interceptor used and the City Engineer or Sanitary Engineer shall determine the best management practice for design, construction, and maintenance of each FOG interceptor. The owner is restricted from using biological or chemical additive, is required to maintain the interceptor for continuous, efficient operation, and must maintain maintenance records.

3.6. Enforcing violations of the sewer ordinance

The sewer ordinance is enforced through Chapter 13.08.470 which required a written notice of violation with a reasonable time for correction of a violation. Violations beyond the notice are punishable through California State Government Code Section 36900 or other applicable state law. The violator is responsible for any expense, loss or damage incurred by the City because of the violation.

4. Operations and Maintenance Program

4.1. Collection System Maps and Information

The Public Works Department maintains electronic records of sewer assets through a combination of methods including ESRI's ArcGIS, Autocad's 3D Map, as well as paper maps. Currently, paper maps and maintenance log records are the primary method for recording maintenance, repairs, and upgrades to those assets. System maps are available at the Community Service Director's office at City Hall.

4.2. Preventative Operations and Maintenance

The Public Works Department (Sewer Maintenance) has developed several maintenance approaches for the sewer collection system. Citywide mainline cleanings, ongoing preventative maintenance of problem areas, use of closed circuit camera inspections (CCTV) of mainlines, along with coordination with the Building Department to ensure that FOG nuisance facilities incorporate the appropriate capture devices.

Sewer Maintenance is responsible for these collection system management goals:

- Proper maintenance, operations and management of all parts of the wastewater collection system.
- Provision of adequate capacity in the collection system to convey peak flows.
- Minimize the frequency of sanitary sewer overflows (SSOs).
- Mitigate the impact of SSOs.

Objectives of the Sewer Preventative Maintenance Program include:

1. Increase Preventative Maintenance on the collection system as necessary to decrease and ideally eliminate SSOs.
 - a. Clean all sewer mains within the identified required maintenance period.
 - b. Continue with monthly, quarterly, bi-annual and annual preventative maintenance hydro-cleaning and power-rod cleaning of identified sewer mainline target (problem) areas.
 - c. Conduct a video condition assessment of each sewer main section at least every ten years and at closer intervals for sewer main sections determined by the CSD or the City Engineer to require more frequent observation.
 - d. Refer mains with repeat non-scheduled maintenance to the City Engineering Department for possible Programming in the Capital Improvement budget to replace or repair such sections of the system.
 - e. Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance and activity data and records and provide recommendations to reduce future risk.
2. Identify collection system blockages due to fats, oil and grease (FOG) and develop strategies to decrease backups.
3. Operate all pump stations at peak efficiency and perform scheduled preventative maintenance on equipment.
4. Maintain records of the sanitary sewer system and respond to inquiries in a timely manner but no later than two days.

5. Assist with the development of a capital improvement program directed at maintaining the current sewer assets, improving system reliability and providing adequate future capacity.

4.3. Rehabilitation and Replacement Plan

Between 2010 and 2012, the City completed rehabilitation and replacement of approximately 35% (18,000 LF) of its sewer mains, 16% (31) of its sewer manholes, all of its sewer pump stations, and replacement of approximately 23% (173) sewer laterals. The five year capital improvement project identified in the 2010 Sewer Evaluation and Capacity Assurance Plan were completed with these construction projects.

The City budgets approximately \$30,000 for annual rehabilitation and repair. The City may utilize these funds annually or bank the funds for one or more, larger construction projects. The total cost of the above rehabilitation project was approximately \$6,800,000. There are no additional capital improvement project scheduled over the next five year for rehabilitation or replacement.

4.4. Staff Training

The Sewer Maintenance staff is required to complete various types of training as listed below. Maintenance staff is encouraged to study, prepare for and take CWEA Certification testing.

Sewer Related Training Courses

CORE	SSMP Customer Service Sexual Harassment
EQUIPMENT	Sewer Main Cleaning (Powerrodder) Chainsaw Backhoe/Loader
OPERATIONS	Confined Space Gas Detection California Water Environment Association (CWEA) Certifications Traffic Control USA Locating SSO Prevention
PUMP CREW	Electrical training SCADA Pump Repairs
MEDICAL TRAINING	Dehydration / Heat Stroke First Aid Bloodborne Pathogens

4.5. Equipment and Replacement Part Inventories

Sewer Maintenance staff are responsible for keeping an inventory of critical replacement parts for repairing pump stations, mains, manholes, and critical emergency response equipment. The

following is a list of critical replacement parts that are to be kept ,and maintained at City facilities.

Critical Parts List

Replacement pipe from 4" to 8"

Repair Couplings from 4" to 10"

Emergency Response Kits

Sand, Gravel, and Asphalt

2" Portable Pump (electric powered)

4" Portable Pump (gasoline powered)

1x Backup Generators (220V, 5000HP)

Confined Space Equipment (safety and operations)

5. Design and Performance Provisions

5.1. Design and Construction Standards and Specifications

Through City Ordinance, Colfax enforces Public Works Standards that include local “Public Work Standard Specifications”, Standards and Specifications of the State of California Public Works, and the Land Development Manual of the County of Placer Public Works, Planning and Public Health. This requirement is established in the CCMC Chapter 12.04 et al. Furthermore, the City has a “Private Sewer Lateral” Ordinance 499 in Chapter 13.08 Article IX of the CCMC.

5.2. Standards for Inspection & Testing of New, Rehabilitated, and Replaced Facilities

The City of Colfax maintains “Improvement Standards” and “Construction Specifications” as described in the previous section 5.1. As such, all new, rehabilitated and replaced sewer facilities require inspection involving pressure testing, mandrelling, water exfiltration and/or post construction closed circuit television inspection overseen by a City construction inspector prior to acceptance work.

6. Overflow and Emergency Response Program

6.1. General

The purpose of the Sanitary Sewer Overflow and Emergency Response Program is to ensure that the City personnel follow established guidelines in responding to, stopping, containing, cleaning and decontaminating sanitary sewer spills and follow proper reporting procedures

The City of Colfax has developed a comprehensive Sanitary Sewer Overflow (SSO) response plan as a separate document from this SSMP. The SSO plan is provided to all sewer maintenance and operation staff and regular training is conducted to limit the response time between a reported spill and containment/management of the spill. The SSO plan is available at Colfax City Hall.

The Sanitary Sewer Overflow & Backup Response Plan contains seven key sections as listed below.

1. Customer Relations Practices Following a Sewer Backup
2. Line Clearing SOPs
3. Containment Procedures
4. Flow Volume Estimation Procedures
5. Bypass Pump Selection Tables
6. Determining Overflow Rates from a Manhole
7. Sewer Overflow Response Tactics Guide

6.2. Role of Responders

Responders to SSOs are required to take the appropriate action to secure the wastewater overflow area, relieve the cause of the overflow and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and to protect the environment. All responder should be familiar with and carry a copy of the City's SSO response plan. **Every effort must be made to prevent sewage from reaching state waterways.**

6.3. Legal Requirements

The City must report all SSOs to the Office of Emergency Services (OES) in accordance with CA Water Code Section 13271. OES will notify other state agencies of the spill, including CA Department of Fish and Game, CA Highway Patrol, CA Department of Health Services, CalTrans, US Environmental Protection Agency and US Fish and Wildlife Service. City must report SSO to County Health offices in accordance with CA Health and Safety Code Section 5410 et seq. A copy of the most recent notification requirements is provided with this SSMP as Attachment A.

1. The penalty for failure to report an SSO to OES is up to \$20,000 or 1 year in prison. The individual responding will be responsible for taking the proper steps; otherwise he/she will be subject to fines or jail time.
2. For any discharges of sewage greater or equal to 1,000 gallons to surface water or spilled in a location where it **probably** will be discharged to surface water, the City shall, as

soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify OES and obtain a notification control number.

3. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the City shall submit to Central Valley RWQCB a certification that OES and the local health officer or directors of County Environmental Health have been notified of the discharge
4. Sewage spills over 1,000 gallons or that occur in environmentally sensitive area or areas with substantial public health risk must be reported to the Waterboard as soon as possible. The RWQCB may seek Judicial Liability fines of up to \$20.00 per gallon.
5. Sewage spills that enter or may enter the waters of the State must be reported to the local health officer immediately. The penalty for failure to report is \$500 to \$1,000 and/or 1 year in prison. The local health officer must order abatement of the contamination. In the event that contamination occurs in waters used for body-contact sports, the dischargers must reimburse the cost to mitigate the contamination.
6. Regional Water Quality Control Board can seek an injunction against dischargers requiring abatement of the contamination. Individuals responsible are guilty of a misdemeanor.
7. Materials that are harmful to fish, plants or birds are prohibited from being discharged to waters of the State. The civil penalty for violation, which can be assessed by the Department of Fish and Game, is not more than \$25,000 per violation.

6.4. Incident Notification

The SSO Plan identifies specific procedures, agencies, and contact number to be notified in the case of an overflow. The following is of City personnel, external agencies, and vendors that are included in the SSO plan.

City Agents

One-Stop Call (City Hall): **530-346-2313** / T-TH, 8am – 5pm

On-call Sewer Staff (First Responder): **530-308-7991** / 24 hours per day, 7 days per week

Community Development Director: 530-346-2313 x16 during regular business hours

Sheriff Department: **530-346-2220** / 24 hours per day, 7 days per week

External Agencies

Office of Emergency Services: 800-852-7550 or 530-886-5300

Placer Environment Health Services: 530-745-2300

Central Valley RWQCB (5S): 916-464-3291

Department of Fish & Game: 916-445-0045

Vendors

Vactor Truck Service: 1st 530-362-0836 (Urke Septic: Doug)
2nd 530-530-308-1467 or 530-273-7538 (Quick Response Septic)
3rd 916-726-5150 (Advanced Septic)

Pump and Electrical: 530-308-2451 (Services Engineering: Stan)

Electrical Only: 530-823-0498 or 530-392-1537 (Norris Electric: Ron)

SCADA: 530-305-3390 (Aqua Sierra Controls: Josh)

7. Fats, Oils and Grease (FOG) Control Program

Public Works evaluated its cleaning program and impact of FOG on City operations. Historical records and experience indicated the FOG related issues are minimal. However, the department is planning on implementing a basic source inspection schedule and procedures. The following is an outline of the existing FOG program and future expansion on that program.

7.1. Public Education and Outreach

Code Enforcement, starting in 2010, will inspect business and agencies that are sources of FOG releases. During those visits, department personnel will talk with the business owners and workers about the impact of FOGs to the collection system and the wastewater treatment plant. They will provide the business with literature that clearly explains the responsibility of the business, the affect of FOG, the legal liability of releasing FOG, and method of control and disposal.

7.2. Disposal

The City is not capable of collecting or disposing of FOG. The following is a list of known companies that may accept FOGs outside of the City

AAA Plus Company	(925) 932 4521
Alpine Septic and Pumping, Inc.	(530) 577-7867
Ameriguard Maintenance Services	(800) 347-7876 ext 14
Chuck's Septic Service	(916) 334-4157
Modesto Tallow/Florin Tallow Co.	(209) 522-7224
Modesto Tallow/Florin Tallow Co.	(800) 564-7204
Sweet Septic Systems	(800) 622-8768

7.3. Legal Authority

Two primary sections of the City Municipal Code provide the City of Colfax the legal authority to inspect, enforce, and punish violators of FOG releases. Chapter 13.08.460(C)(2) forbids release of any FOG materials in excess of 100 milligrams per liter or containing substances which may solidify or become viscous at temperatures between 32 and 150 degree Fahrenheit. Chapter 13.08 provides the City with the authority to require businesses to install FOG prevention devices. Furthermore, Chapter 13.08.610(C) specifically provides the City the authority to inspect all businesses and residences for FOG sewer related concerns. Chapter 13.08.640 and 13.08.650 provides the City with ability to enforce and penalize violators and seek reimbursement for damages caused by FOG related incidents.

7.4. FOG Device Management

Records of fat, oil, and grease source management devices are maintained by the Code Enforcement Division. Records are kept for all businesses that are required to install and maintain FOG devices through their City operating permit. All businesses are required to maintain records of FOG device maintenance including disposal logs that track the date FOG waste was removed, quantity removed, disposal company, and disposal location. These records

are to be kept by each FOG interceptor owner for a minimum of three years. **FOG releases into the collection system are not specifically required to be reported to the City by the violator.**

7.5. Inspection and Enforcement

FOG interceptor and maintenance logs will be inspected annually at a minimum by Public Works Staff, Code Enforcement, or a designated agent. Any establishment that is found to be in violation of FOG ordinances will be subject to more frequent inspection at the discretion of the City.

All business that require FOG interceptors will receive education and outreach as described in section 7.1 during the annual inspections for more frequently.

7.6. FOG Hot Spots

There are no known locations within the City collection system that are subject to blockage from fats, oils or greases. If a hot spot is identified then the location and frequency of cleaning will be updated in this section.

7.7. Source Control Measures

The City provides education and outreach through methods described here in Section 7.1. If additional measures are established then this section will be updated.

8. System Evaluation and Capacity Assurance Plan

In a separate document completed in parallel to the July 28, 2010 SSMP, the City of Colfax prepared a Sewer Evaluation and Capacity Assurance Plan (SECAP). The SECAP Report consists of an analysis of the existing system capacity during dry and wet weather conditions, identification of system deficiencies, and a capital improvement program to address the identified deficiencies. The remainder of this section will refer to the SECAP Report when providing pertinent information for the following reporting information. The SECAP Report is available at City Hall.

8.1. Evaluation

The SECAP report establishes design storms as 10-year, 36-hour rainfall events. During these events, the SECAP model predicts that thirteen manholes experience SSOs. These SSO are a direct result of inflow and infiltration that enters system and overwhelms the downstream portion of the system approaching the WWTP.

8.2. Design Criteria

Design criteria for new and rehabilitated wastewater collection system facilities are provided from the Placer County Land Development Manual (PCLDM). Those criteria and other “good design practices” are provided in the following table. The source of each criterion is provided in the third column and reference to “SSMP” means the criteria is established by this SSMP document.

Criteria	Recommended Value	Source
Manning's 'n'	0.013 for a all materials	PCLDM
Minimum Gravity Sewer Pipe Size	8 inches	SSMP
Maximum Allowable Flow Depth (d/D)	<ul style="list-style-type: none"> d/D = 0.7 for 8 and 10-cinh pipe and 12-inch pipe with service connections d/D = 1.0 for 12-inch (without service connections) and larger pipe. 	SSMP
Minimum Velocity	2.0 feet per second	PCLDM
Minimum Slope	8-inch 0.0035 feet/feet 10 0.0025 12 0.0020 15 0.0015 18 0.0012	PCLDM
Maximum Velocity	10.0 feet per second	SSMP
Maximum Pipe Depth	8 and 10-inch pipe and 12-inch pipe with service connections have a maximum depth of 16 feet	SSMP
Minimum Pipe Depth	36 inches of cover	PCLDM
Increases in Pipe Size	<ul style="list-style-type: none"> Match crowns when increasing pipe size Set branch sewer elevations 0.10 feet above main 	SSMP

	sewer elevation when branch sewer in the same size as the main sewer	
Headloss in Manholes	<ul style="list-style-type: none"> Deflection manholes with deflections greater than 20 degrees are assigned a 0.10 foot drop. Deflections greater than 90 degrees are not allowed. 	SSMP
Force Mains	<ul style="list-style-type: none"> Maximum Velocity: 8 feet per second Minimum velocity: 3.5 feet per second with one pump running (20% slope or less); additional analysis required for force mains greater than 20% slope A method to allow dewater and internal inspection of force main that do not cross railroads, freeways, or rivers, bypass pumping using temporary above ground piping is acceptable. For long force mains, dual force mains shall be provided. Dual force mains would not be required at the initial stage unless low initial flows (and velocities) require dual pipelines to keep grit moving. Pipe friction will be calculated using the Hazen-Williams formula with a roughness coefficient $C = 100$ for all pipe sizes and materials. 	SSMP
Inverted Siphons	<ul style="list-style-type: none"> Avoid inverted siphons whenever possible downflow and upflow legs of the siphon have a maximum slope of 15% Upstream invert elevation will be calculated by adding 12 inches plus the pipe friction to the downstream invert elevation Pipe friction will be calculated using the Hazen-Williams formula with a roughness coefficient $C = 100$ Minimum velocity of 3 feet per second at ADWF during early years of operation Minimum velocity of 4 feet per second at PDWF during early years of operation Minimum pipe diameter of 8-inch and minimum of two barrels The downstream manhole must be located in an easily accessed location and safely accessed (busy street locations are not allowed) 	SSMP

8.3. Capacity Enhancement Measures

Identification of capacity enhancements necessary to resolve capacity deficiencies was provided in the SECAP Report. The SECAP Report identifies hydraulic deficiencies during 10-year, 36-hour rainfall events and recommends capital improvement projects to resolve the deficiencies

The SECAP Report identifies inflow and infiltration (I&I) as the key factor that could cause SSOs. Specifically, the report recommends reducing the I&I from the current 1,200 gallon per capita per day to 275 gallon per capita per day. The objectives of the capital improvement projects are to identify sources of I&I and mitigating them through source specific construction projects. The report recommends expending \$900,000 over ten years on I&I elimination.

In 2010 and 2012, the City implemented two construction projects as described in Section 4.3. These projects resulted in the early completion of the four project recommended in the SECAP Report. There are no additional enhancement measured identified at the time of this update. The City will continue to monitor they collection system for inflow and infiltration, and will develop capacity enhancement project as necessary.

8.4. Schedule

The SECAP Report recommends that flow monitoring of the system be conducted over the next five years. As sources of I&I are identified, construction projects should be programmed and designed specifically to eliminate I&I sources that are cost beneficial. Cost beneficial I&I construction projects are those project that eliminate the greatest amount of I&I with the least financial resources.

As stated in Section 8.3, above, the City completed flow monitoring and capacity enhancement projects in 2010 and 2012 that eliminated sources of I&I and deficient sewer infrastructure. At the time of this SSMP update, there is no schedule for further enhancements.

9. Monitoring, Measurement, and Program Modifications

The Public Works Department (PWD) strives toward proper maintenance, operations and management of the sanitary sewer collection system. Efforts focus on reducing SSO frequency and impacts, improving collection system reliability, and ensuring there is enough capacity in the system to convey peak flows. The following information refers to what data is collected on a daily basis and how that data is used to analyze sewer collection system performance, structural and maintenance related problems, crew productivity and overall success of maintenance and capital improvement programs.

9.1. *Records Maintenance*

PWD utilizes a Computerized Maintenance Management Program (CMMS) to track maintenance activities and cost on the collection system. This system is used to keep records of system cleaning, repairs, upgrades, and unscheduled incidents such as breaks, clogs, or spills. Recurring and one-time maintenance activities can be scheduled and all relevant reports, procedures, and check lists can be linked to each scheduled activity.

Staff is trained on use of the CMMS program with administration and quality control provided by the Community Development Director. At a minimum, the PWD will maintain records on the follow events:

- Daily sewer cleaning activity including sewer mains, laterals, and manholes with data on location, date, type of activity, extend of cleaning, and results.
- Recurring pump station maintenance.
- Unscheduled incidents with data on location, date, type of incident, incident photos, detailed record of cleaning or repair, and indication of an SSO, .
- SSOs with data on location, date, cause of SSO, amount of spill, detailed record of resolution.

Contractors are sometimes utilized to complete special cleaning, maintenance, or investigation activities. Where practicable, the information gathered from the Contractor will be recorded as described above.

The historical information gathered through the above activities is reviewed and analyzed to develop, prioritize, and modify all aspects of the collection system operations and this SSMP.

9.2. *SSMP Implementation & Effectiveness Measurements*

The PWD and City Engineer review the implementation and effectiveness of the SSMP on an annual basis. This review is based upon the eleven elements of this SSMP. The next table lists each component and how SSMP implementation and effectiveness is measured. A report is prepared annually responding to each measurement for records and for action. If the answer to any of these measurements/questions is NO then the report will identify the problem, propose resolution options, make recommendations, and provide a resolution completion dates.

SSMP Component	Standard Measurements (Section Reference)
Goals (Element 1)	Are all of the goals (1) identified in the SSMP appropriate and accurate?
Organization (Element 2)	Is organization chart (2.2) and SSMP & SSO responsibility (2.3) appropriate and current?
	Is the chain of communication (2.4) for report and responding to SSO appropriate, accurate, and current?
Legal Authority (Element 3)	Does the SSMP contain excerpts from the current Colfax Municipal Code documenting the City's legal authority to:
	Prevent illicit discharges? (3.2)
	Require proper design and construction of sewers and connections? (3.3)
	Ensure access for maintenance, inspection, or repairs for portions of the laterals owned or maintained by the City? (3.4)
	Limit discharges of fats, oils and grease? (3.5)
	Enforce any violation of its ordinance? (3.6)
	Were there any difficulties enforcing sewer issues that did or could result in SSOs? Such issues could include FOG, laterals, sewer connections, assessment fee collection. Explain how the legal authority of the City was or will be enhanced.
Operations & Maintenance (Element 4) O&M (4.2)	Are the wastewater collection system maps complete, current, and sufficiently detailed? (4.1)
	Were there any SSOs that were preventable with proper O&M
	Was the O&M schedule followed as written?
	Does the SSMP describe current preventative maintenance activities and list all hot spots for prioritizing the cleaning of sewer lines?
	Based upon the SSO information in CIWQS, are the City's preventative maintenance activities sufficient and effective in minimizing SSO and blockages?
Rehabilitation and Replacement Plan (4.3)	Were there any SSOs that were preventable due to incomplete CIP scheduled projects?
	Was the CIP followed?
	Should the CIP be revised?
SSMP Training (4.4)	Are all sewer staff members and emergency response personnel aware of and familiar with the SSMP?
	Has sewer staff receive the training for their position?
	Are the training records current?
Equipment & Replacement Parts (4.5)	Does the SSMP list the major equipment and parts needed for daily O&M and for emergency collection system repairs, response including during pump station failure?
Design & Performance Standards (Element 5)	Does the SSMP contain current design and improvement standards for the installation of new sanitary sewer systems, lifts stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer system?
Overflow and	Are the spill response procedure up to date?

Emergency Response Plan (Element 6)	Are all sewer staff members and emergency response personnel and contractors trained on SSO response procedures?
	Is the SSO external reporting requirements and contact information current?
	Are the one-stop and other emergency contact information complete and current?
	Did responders to SSOs during the past year respond according to procedure and do the procedures need improvement?
FOG Control Program (Element 7)	Were there any FOG related spills or near spills and if so is any additional enforcement, education, or preventative measures required?
	Were all sources of FOG inspected during the year?
	Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?
System Evaluation and Capacity Assurance Plan (Element 8)	Is there evidence that system capacity at any location is deficient due to system demand? (for example, were there any SSOs or near SSO that could not be explained by blockages or failures of the pipes or pump stations?)
	Does the City's capital improvement program (CIP) account for all known major deficiencies that can not be correct with the O&M budget?
	Are all CIP projects on schedule for budgeting and construction?
Monitoring, Measurement and Capacity Assurance Plan (Element 9)	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?
	Is the City able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?
	Do the implementation and effectiveness measurement questions in this list need to be added to or enhanced?
SSMP Program Audits (Element 10)	Were the results of prior SSMP Audits recorded in a written report?
	Were the actions recommended in the SSMP Audit reports(s) implemented?
Communication Program (Element 11)	Does the City effectively communicate with the public and other agencies about the development and implementation of the SSMP and continue to address any feedback?
	Is the City's website updated with the most recent communications as required by the program?

9.3. Preventative Maintenance Assessment

The report outlined in Section 9.2 is used to measure the success of the preventative maintenance program.

9.4. SSMP Element Updates

The SSMP will be formally reviewed and as necessary, updated at minimum every five years to reflect changes to how the City manages its wastewater collection system, perform SECAP analysis, and make other changes required by the State. The updated SSMP will be filed with the State every five years as required by the City's permit.

The report outlined in Section 9.2 is used to determine incremental updates to the SSMP.

9.5. SSO Reporting

In addition to the reporting requirement of Section 9.3, the PWD will prepare annually a report detailing every SSO incident and comparing the current year SSOs with the previous five years or more. A list of the past year's SSO incident shall include location, date, frequency, and volume.

The SSOs will be reports with the following structure:

NUMBER OF SSOs

Size of SSO (gallon)	current year	previous year	...fifth year
Greater than or equal to 1,000			
From 100 to 999			
From 10 to 99			
Less than 10			
Total			

TOTAL VOLUME (gal)

	Current year	previous year	...fifth year
Total volume contained and returned to sewer system			
Total volume reaching waters of the State			
Total volume contained but not reaching waters of the State (everything else)			
Total			

CAUSES OF SSOs (current year)

		# in Main	# in Lateral
Blockages			
	Roots		
	Grease		
	Debris		
	Debris from laterals		
	Vandalism		
	Animal Carcass		
	Construction Debris		
	Multiple Causes		
Subtotal from Blockages			
Infrastructure Failure			
Inflow & Infiltration			
Electrical Power Failure			

Flow Capacity Deficiency		
Natural Disaster		
Bypass		
Cause Unknown		

The tables above do not include SSOs that occurred from private sewer service laterals within the City of Colfax jurisdiction that were caused by conditions in privately-owned laterals or on private property. The property owners are responsible for the condition and the operation of those sewer service laterals.

10. SSMP Program Audits

The City is required to conduct internal audits at least every two years. All audit reports must be kept on file. The audits must, at a minimum, evaluate the effectiveness of the SSMP and the City's compliance with its own SSMP. More specifically, the audit must identify any deficiencies in the collection system and document the actions taken to correct them.

The City will typically conduct the audits with City Staff. The City may choose to include representatives from other agencies and/or independent contractors to perform portions of or an entire audit. At a minimum, the Audits will be based up the SSMP Implementation and Effectiveness Measurements provided in Section 9.2.

11. Communication Program

The Public Works Department realizes the importance of clear and informative communication with our residential and commercial customers. The primary method of communication is through the City's website, the address of which is <http://www.ci.colfax.ca.us>. The City communicates information about this SSMP and its preventative maintenance in the following manner and to the following groups.

FOG Program

As defined in Section 7, the City will communicate the FOG program to businesses and agencies that the City has determined are sources of FOG. The City will provide FOG related fliers and discuss the program to each business during annual FOG intercept inspections and more frequently as needed.

Sewer Lateral Maintenance

The City communicates to all its residents and businesses regarding their responsibility and ownership of the sewer laterals connected to the City's wastewater collection system by way of the City's website listed above. This information includes this SSMP, Lateral Ordinance 499, who to contact during an emergency such as an SSO, latest design and connection requirements, and other sewer related subjects.

SSMP Performance

Following the internal audits of the SSMP as defined in Section 10, the City files the audits at City Hall. The audits will be made available to the public upon filing the appropriate public information request forms. Anyone wishing to provide input regarding the SSMP, the audit, or other related subject is welcome to attend the regularly schedule City Council meetings. The dates and times of these meeting are provided on the website.

ATTACHMENT A

WATER RESOURCE CONTROL BOARD

WDR AMENDMENT ORDER NO. WQ 2013-0058-EXEC

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.


8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at
<http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at:
http://www.waterboards.ca.gov/water_issues/programs/ssol/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM FOR STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none">• Reach surface water and/or reach a drainage channel tributary to a surface water; or• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a “Username” and “Password” by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
 - iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.
- ii. **Reporting SSOs to Other Regulatory Agencies**
- These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.
- iii. **Collection System Questionnaire**
- The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- iv. **SSMP Availability**
- The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

Date

7/30/13



Jeanine Townsend
Clerk to the Board

Goals and Comments for 2014

As the Mayor of Colfax for the year of 2014, I am outlining my comments and most importantly goals for the City of Colfax. After review and input from the City Manager I plan to present this to the community and the council and staff for their comments and suggestions with the hope of moving forward as a professional and unified team.

Goals

1. Seek ways to involve more of the community members in making decisions on behalf of the city's best interests. Keep the community better informed of City business if not by newspaper then by our own City Web Site, with regular written reports by the City Manager and the Mayor.
2. Reduce expenditures and redirect savings to reduce the deficit, improve infrastructure and start a reserve fund.
3. Ensure that the safety and well-being of the community is of the utmost importance in each decision we make.
4. Create a budget that allows for each department head to know what their individual department has available so department heads can be responsible for their spending controls and staff planning.
5. Take action to develop a written asphalt management plan including cost estimates for work required. (This to be done as a draft and be performed by city staff with little or no consultant involvement). Target for May 2014.
6. Compile a detailed inventory of City owned property, equipment and significant assets.
7. Focus the efforts to remove from the city unsightly, unsanitary and hazardous buildings and conditions, such as burned out buildings.
8. Seek out and find agreements that have been made without written documents and renegotiate these agreements and execute written documents that will be recorded for future City Councils to have available.
9. Kim Douglas has indicated his desire, with which I share, to develop a council Mission Statement.

2013 Committee Assignment List

Committee	Councilmember Community Member	Meeting Date and Time	Mileage Reimbursement	Stipend
Placer County Economic Development Board Meetings at Various Businesses in Placer Co.	Donna Barkle Alternate: Jason McKinney	3:00 pm 3 rd Thursday Jan/April/June/Sept	Submit to City	None
WAC/MAC City of Colfax Council Chambers	Tom Parnham Alternate: Karen Pierce	6:00 pm 3 rd Wednesday of Month	Submit to City	None
Sierra Economic Development Corporation (SEDCorp) 560 Wall Street, Suite F, Auburn, CA 95603	Tony Hesch Alternate: Kim Douglass	1:00 pm 1 st Wednesday EOM starting Feb	Submit to Board	None
Sacramento Area Council of Governments (SACOG) 1415 L. St. Sacramento, CA 95814	Tony Hesch Alternate: Kim Douglass	9:30 am 3 rd Thursday of Month	Submit to Board	\$100
Grants Oversight Committee (approves change orders over \$5,000)	Tom Parnham Kim Douglass	As Needed	Submit to City	
Placer County Air Pollution Control District BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Donna Barkle	2:30 pm 2 nd Thursday of even # ^d months	Submit to Board	\$100
Placer County Mosquito Abatement District 2021 Opportunity Dr. Roseville, CA 95678	Tom Parnham No Alternate	4:30 pm 3 rd Monday of Month	Submit to City	\$100
Placer County Community Services Committee Various meeting locations	Kim Douglass Alternate: Tony Hesch	3:30 pm 4 meetings per year 1 st Wednesday	Submit to Committee	\$50
Placer County Transportation Planning Agency (PCTPA) BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Tony Hesch Alternate: Kim Douglass	9:00 am 4th Wednesday of Month	Submit to Committee	\$100
Local Agency Formation Commission BOS Chambers 175 Fulweiler Ave. Auburn, CA 95603	Donna Barkle No Alternate	4:00 pm 2 nd Wednesday of Month	Submit to City	\$100

Scanned

1/23/13

2013 Committee Assignment List

Bianchini Advisory Board	Tony Hesch Jason McKinney	Unknown	Submit to City	No
Solid Waste Task Force Auburn Veterans Hall 100 East Street Auburn, CA 95603 Meeting Locations may Vary	Robin Faires	9:00am 1 st Thursday Feb, May, August, Nov	Submit to City	No
Placer Sierra Fire Safe Council City of Colfax Council Chambers	Jason McKinney Alternate: Chris Paulus	6:00pm 3 rd Thursday of each month	Submit to City	No
Land Use Committee	Donna Barkle Jason McKinney	As needed	Submit to City	No